



FAIRFAX COUNTY PARK AUTHORITY

12055 Government Center Parkway, Suite 927
Fairfax, VA 22035-1118



Dear Applicant:

We are pleased you have expressed an interest in our 2010 summer season of Rec-PAC. We will have programs in 52 Fairfax County Public Schools throughout Fairfax County. To be considered for an interview with the summer camp programs, please complete the attached application and bring it with you to one of the following Open Hire dates:

Date	Time	Location	Address
March 5	12:00-5:00pm	Government Center Herrity Building	12055 Government Center Pky Fairfax, VA 22035
March 12	4:30-8:30pm	Hutchinson Elementary	13209 Parcher Ave Herndon VA 20170
April 22	4:30-8:30pm	Fort Hunt Elementary	8832 Linton Lane Alexandria, VA 22308
May 7	12:00-5:00pm	Government Center Herrity Building	12055 Government Center Pky Fairfax, VA 22035
May 21	12:00-5:00pm	Government Center Herrity Building	12055 Government Center Pky Fairfax, VA 22035

If you are unable to attend the mandatory orientation and training sessions, or you cannot commit to the entire length of the program, you may apply for a "substitute only" position. Please visit our website for more program information at www.fairfaxcounty.gov/parks or call or office for recorded employment information with program dates for 2009 at (703) 324-5514.

You will need to bring a social security card, driver's license and bank information to be considered for employment. Should you have further questions, please do not hesitate to contact the RecPAC office in the Youth Services Section at (703) 324-5514. Please leave a message and we will contact you with detailed information.

Sincerely,
Michael K. Bonneville, Manager
Rec-PAC Program
Youth Services Branch

Fairfax County Park Authority



Rec Leader

Job Description:

Under the supervision of the Area Supervisor and Site Director, the Camp Counselor is responsible for the program planning and implementation of the recreational day camp program. This includes all field trips, pool activities, and special events where applicable. The Camp Counselor shall adhere to all guidelines outlined in the Training Manual and Program Manual. He/She will be responsible for organizing and maintaining all camp equipment, supplies, and camp areas. The Camp Counselor will be responsible for preparing and distributing camp activity calendars and activity summaries. He/She will be responsible for documenting all accidents, injuries, incidents, complaints, and problems. In addition, Camp Counselors are responsible for the overall supervision of the children enrolled in the program including: ensuring health & safety precautions are met, complying with FCPA Standard Operating Procedures, and adhering to the VA Department of Social Services child care regulations (Pertains to RECenter licensed camps).

Qualifications:

Staff must possess the following:

- Good character and reputation
- Available for all training and orientations
- Communication skills both orally and written
- Ability to take initiative to complete tasks
- Understand and dispense medication

All staff must be at least 18 years of age and have a minimum of 2 seasons experience -working with children in a group setting.

In addition, all Camp Counselors must:

1. Agree to a Criminal Background Check, including fingerprinting and a Central Registry Check completed by Child Protective Services.
2. Provide negative TB test results (Valid for two years).
3. Attendance at mandatory staff development, training, and site orientation.
4. Have current First Aid and CPR certifications.
5. Have NEVER been convicted of a felony or a misdemeanor related to abuse, neglect, exploitation, or other barrier crimes as listed on the Sworn Disclosure Statement of the Criminal Record Check



Fairfax County Park Authority
Employment Application
(for Non-Merit Positions)

* For Camp staff, two recommendations must be submitted with application and applicant must be at least 18 years old.

Job applied for _____ Site _____ Date _____

Name: _____
Last First MI

Address: _____
City State Zip

Phone: () _____ () _____ E-Mail Address: _____
Home Cell

Social Security # _____
(Bring SS card to interview)

* Proof of identity and eligibility for employment in the U.S. is needed (prefer driver's license and SS Card)

Are you legally eligible to work in the U.S.? () Yes () No

If you are not an U.S. citizen, are there any restrictions on your eligibility for employment?

Have you ever worked for Fairfax County () Yes () No

If yes, which agency? _____ When? _____

Current/Former County Grade? _____

Are you receiving a retirement benefit from Fairfax County () Yes () No

Do you have a driver's license () Yes () No

Do you have transportation to and from work () Yes () No

Education: Do you have a high school diploma? () Yes () No

Have you passed a G.E.D.? () Yes () No

Name and location of the last high school you attended: _____

Higher Education:

School Name/Location	From/To	Credits Earned	Degree	Area of Study

Special Qualifications/skills (typing, shorthand, foreign languages, professional licenses, certifications, etc.)

Are you able to perform the essential duties of the job for which you are applying with or without reasonable accommodation? () Yes () No If no please explain.

Have you ever been convicted of any offense against the law? () Yes () No

Omit juvenile offenses and minor traffic violations. Include convictions by general court martial while in military.

If yes, give date, place, charge, court and fine or sentence.

A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago are important. Give all facts.

Have you ever been fired or asked to resign from a job? () Yes () No If yes, give name and address of employer and describe reason: _____ A firing or resignation does not automatically exclude you from employment. The circumstance, time elapsed, and recent employment record will be considered.

Date available to begin work _____ Hours available per week? _____

Hours Available:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
From							
To							

Experience: The selection process for most positions involves an evaluation of relevant education and experience. Therefore, it is important you provide enough details so your qualifications can be properly evaluated. Start with most recent employment first. Include military service and volunteering. You may attach additional pages or personal resume. Complete all requested information.

Present Employer	Date From	Date to
Address	Avg Hrs/Wk	Telephone Number
Job Title	Starting Salary	Ending Salary
Supervisor's Name	Duties/Responsibilities	
Reason for Leaving		

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Please list other employment experience on the back.

I certify that all of the statements made on this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me or for dismissing me after I have begun work.

Applicant's Signature _____ Date _____

Fairfax County Park Authority
Rec-PAC Program
Staff Rules of Conduct



This document is a requirement for camp employment.

Staff agrees to:

- ❖ A CPS and Criminal Background Check.
- ❖ Attend mandatory training and planning sessions.
- ❖ Obtain on your own and submit first aid and CPR certifications, before the start of camp.
- ❖ Obtain and submit a TB test result, before the start of camp.
- ❖ Participate fully in the preparation of daily plans, calendars for parents, activity summaries and other communication tools.
- ❖ Greet parents and children at the beginning of the day and acknowledge them at departure.
- ❖ Be involved and engaged with campers through out the entire camp day.
- ❖ Establish and review rules with campers on a daily basis.
- ❖ Conduct/Participate in a practice fire drill and shelter-in-place drill as required.
- ❖ Get to know campers' names on the first day and be familiar with any allergies, special needs or medications child is taking
- ❖ Never use physical punishment, never restrain or force a child.
- ❖ Be of good character –fostering the Character Counts Program.
- ❖ Never throw or push children into the pool, even if the children want you to.
- ❖ Maintain your own personal care.
- ❖ Respect others in what you say and do.
- ❖ Keep campers' information confidential.
- ❖ Use appropriate language at all times when at work (example: at camp counselor orientation, planning session & during the regular camp day, etc).
- ❖ Take care of your own personal belongings & keep belongings out of children's reach.
- ❖ Use equipment and supplies in a safe and appropriate manner.
- ❖ Teasing and bullying are not tolerated and are grounds for enrollment termination for campers; staff should take immediate action when these behaviors are observed.
- ❖ Never say or do anything that campers might perceive as teasing and/or bullying.
- ❖ Create a safe and fun environment.
- ❖ Notify Area Supervisor/Site Director, when there are behavior problems & follow disciplinary procedures.
- ❖ Notify Area Supervisor/Site Director, if a child is injured...this includes broken or lost teeth, bruises, and cuts. Complete necessary accident reports & turn in to the Director the same day as injury.
- ❖ Report problems to supervisors concerning campers and staff and use appropriate chain of command.
- ❖ Follow FCPA standards and policies.
- ❖ Ensure children leave with authorized individuals only.
- ❖ Review children's Emergency Forms for allergies, special precautions, etc at the beginning of every session.
- ❖ Alcohol is not permitted on park property at anytime.
- ❖ Never come to work while under the influence of any drugs or alcohol.
- ❖ Never videotape or photograph children or other staff or events associated with FCPA for posting on social media websites such as my space, you tube, etc. Posting a photo or video with association to FCPA Rec-PAC, camps or other programs may result in immediate termination and/or further action.
- ❖ Staff must conduct themselves professionally at all times, with CIT's, campers, parents, school staff and fellow coworkers.
- ❖ Explicit language among coworkers, CIT's, campers and parents is strictly prohibited at all times.

- ❖ Employment issues can only be discussed with employee. (i.e. No parents, legal guardians, or representatives will be provided employee information without a signed consent form)
- ❖ Smoking is not permitted on park or school property at anytime.

The following dress code is enforced to ensure staff consistently presents themselves as professionals and proper role models while fostering a positive self image. Site management may have additional dress code regulations.

- 1.) FCPA issued camp staff shirt must be worn each day (you will be issued more than one)
- 2.) You may not alter the camp staff shirt
- 3.) You must wear closed-toed shoes; no sandals, no Texas, no flip flops, etc
- 4.) Shorts may be worn as long as they are below mid-thigh
- 5.) No jeans or jean shorts
- 6.) Hats: no skull caps, no bandanas. Baseball hats are acceptable only if worn with lid facing forward (backwards/sideways not permitted) and may not be worn inside the school building
- 7.) No Lycra or Spandex clothing
- 8.) For safety reasons, dangling jewelry (hoops, etc) is prohibited
- 9.) Swimsuits for women must be one piece or tankinis
- 10.) Shorts, hats, etc shall not have pictures or words implying or relating to profanity, vulgarity or sexual connotations
- 11.) Staff must come to work clean and neatly groomed

Failure to come to work properly dressed will result in a dock in pay.

**Cell phones, PDA's, pagers and other multimedia/interactive devices must be turned off or onto vibrate during work hours (including extended care) unless issued by your supervisor or permission is granted by your supervisor for use of personal devices. No personal phone calls or text messages are permitted during work hours.

Initial on appropriate line:

- ❖ I have read & understand the dress code and cell phone policy - _____
- ❖ I have read & understand Disciplinary Procedures for campers- _____
- ❖ Chain of command for all camp issues, from staff issues to camper issues is as follows:
Site Director - Area Supervisor - Program Manager. I have read & understand the chain of command- _____

These policies can be found at this website. Please review and initial below:

<http://www.fairfaxcounty.gov/parks/employment/summercampjobs.htm>

- ❖ I have read & understand the County's policy on Sexual Harassment - _____
- ❖ I have read & understand the agency's Diversity policy - _____
- ❖ I have read & understand the County's policy on Workplace Violence - _____
- ❖ I have read & understand the County's Standards of Conduct/Code of Ethics - _____

Grounds for Immediate Dismissal:

- FCPA reserves the right to terminate employment, at any time, if an employee is not complying with the Rules of Conduct or other FCPA policies.

I have read and understand the rules of conduct and agree to uphold them to maintain a safe and enjoyable camp experience for everyone.

Employee's Name (please print) _____

Signature of Employee _____ Date _____